



**Solicitation Information**  
**June 27, 2016**  
**Solicitation**

**CR-45**

**TITLE: Architectural and Engineering Services**

**Initial Submission Deadline: July 25, 2016 at 11:00AM (ET)**

**Contract Term: Ending September 30, 2019**

Proposals may be submitted from initial submission deadline until December 31, 2018 at 11:00 am. Proposals will be evaluated on a quarterly basis and qualified bidders will be added to the recruitment list.

**PREBID CONFERENCE**

☒ **NON-MANDATORY**

☐ **MANDATORY** —————> Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

**Location: Powers Building, 1 Capitol Hill, 2<sup>nd</sup> Floor Conference Room A**

**Date: Friday, July 8<sup>th</sup>, 2016**

**Time: 10:00 AM**

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at [max.righter@purchasing.ri.gov](mailto:max.righter@purchasing.ri.gov) no later than **July 12, 2016 at 5:00PM (ET)**. Please reference the CR # on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Max Righter, Buyer 1**

**NOTE TO VENDORS:**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **ZIP File Bidding Information**

### **File Format**

All disk based bid files are .zip files that you can open using the WinZip 8.1 software. The .zip file will contain one or more files based on the type of Bid/RPF.

### **Downloading the Zip Based Bid**

Bids that have a file for download are labeled "Associated Files" under the solicitation listing. Clicking on the .zip file will allow you to open or save the .zip file associated with the bid. Opening the .zip file will download a copy to your computer's temporary directory.

### **Opening the Zip Based Bid**

Once downloaded, you can open the .zip file with WinZip and view the Microsoft Office files contained within the .zip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

### **Completing the Zip Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

### **Submitting the Zip Based Bid**

Save the completed files to a CD or USB flash drive. Label with the Bid/RFP number and bidder's name (company name, not contract name). Submit, along with printed copies, as instructed in the Bid or RFP solicitation document.

## SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

### 1.1) INTRODUCTION

The intent of this solicitation is to identify qualified architectural and/or engineering firms in designated professional disciplines, including, *inter alia*, architecture, structural engineering, civil engineering, mechanical engineering, electrical engineering, plumbing engineering, and fire alarm and fire suppression/sprinkler systems engineering services for inclusion in a Continuous Recruitment (CR) List. Offerors need not practice in all fields, but are required to specify on their CR response the discipline(s) for which they want to be considered, i.e. a mechanical engineer's response should indicate "CR-45, Response for mechanical engineering services", while an architectural firm's response should indicate "CR-45 Response for architectural services". Firms may respond to provide services for more than one discipline; however, this must be clearly indicated, and separate technical and cost proposals for each discipline must be submitted.

The Rhode Island Department of Administration/Division of Purchases, on behalf of all State agencies is soliciting proposals for architectural and engineering services as described in **Section 2: Scopes of Work**, from qualified respondents, in accordance with the terms of this CR and the State's General Conditions of Purchase, in order to establish a Continuous Recruitment vendor list.

This CR may be awarded to one (1) or more qualified firms at the sole discretion of the State. **There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the CR.** Vendors are required to provide a quote for each discrete project requested by user agencies.

This solicitation is being conducted under the State's Continuous Recruitment process. At the end of every quarter, beginning approximately January 1<sup>st</sup>, 2017 the Division of Purchases will forward all applications received for evaluation by a committee comprised of staff from state agencies. This Committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation. This is a Request for Proposals, not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Under the Continuous Recruitment program (once the initial bidding process is completed and the initial contracts are awarded) vendors are allowed to submit a proposal to be considered for a contract award until final submission deadline date. These proposals will be evaluated under the same terms and conditions as the original bids. If the vendors bid is accepted, a contract will be awarded and they will be placed on the list of qualified vendors for the remaining term of the initial agreement.

CR-45 vendors may be utilized by any State agency. In addition, CR-45 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on CR-45 is no guarantee of

future business. All ordering and billing shall be between the vendor and the user agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the user agency will be based on a number of factors, including, but not limited to price, expertise, and availability. The State reserves the right to review vendor qualifications relating to an individual project scope of an agency mini-bid and make an award based on vendor capabilities and not solely on cost.

Notwithstanding the above, the State reserves the right not to award a contract resulting for an agency mini-bid on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

It is anticipated that a price agreement will be awarded to multiple vendors with rates provided. As with any CR, user agencies shall be required to obtain quotes from three CR-45 vendors for a lump sum, fixed-fee price for a specific project. Vendors are required to provide a quote for each discrete project requested by user agencies. The Division of Purchases has the authority to remove vendors from the CR list if non-responsive to agency requests for quotes. There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.

Invoices arising from engagements under this CR shall be monthly and in proportion to the basic services being performed by project.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To access the State’s General Conditions of Purchase, enter the website, then click on “Rules and Regulations.” Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A,” which contains the State’s General Conditions of Purchase.

Respondents selected for award of CR-45 price agreements, and their affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon consulting or construction solicitations arising from or relating to the services for which they were engaged by a user agency. Likewise, any sub-consultants or subcontractors engaged by a CR-45 vendor shall be ineligible to bid upon consulting or construction solicitations arising from or relating to the services provided to the user agency.

Proposals may be submitted from the initial submission deadline (July 25<sup>th</sup>, 2016 at 11:00AM) until December 31, 2018 at 11:00AM.

- Contract Term: October 1, 2016 to September 30<sup>th</sup>, 2019

A new recruitment will be initiated prior to the expiration date of this contract. At this time all interested vendors and current qualified firms must reapply in accordance to criteria as described within announced solicitation, resulting in a newly established vendor qualified list.

However, the State of Rhode Island reserves the right to re-open the Continuous Recruitment during the term of the contract if it is determined to be in the best interest of the State. Responses to the re-opened CR will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening

will run concurrently with other awarded contracts under CR-45 and will be subject to the same terms and conditions.

**Award of a CR-45 price agreement shall not be construed as a guarantee of a vendor being selected by user agencies, nor a commitment by the Division of Purchases that a vendor will receive business from the State, or its subdivisions.**

## **1.2) NOTIFICATIONS TO OFFERORS:**

- a) Offerors are advised to carefully review all sections of this solicitation and to follow all instructions, as failure to make a complete submission as described herein may result in rejection of the proposal.
- b) In order to submit a proposal, offerors must properly register with the State of Rhode Island. For information on registering, please see the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under "Vendor Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this solicitation are welcome. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be determined to be non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for such costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- h) In accordance with R.I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). Please submit proof of registration with the Rhode Island Secretary of State's Office with your proposal. Corporations, LLC's., etc. must file the proper paper work with the Rhode Island Secretary of State's Office. Any fictitious names used must be on file with the Secretary of State and must reflect the registration number of the registered entity. A copy of the certificate of registration is necessary for each "business entity" even if said

entity is owned by the same individual pursuant to RIGL 5-65-1 (3) (ii).

- i) The purchase of services under an award made pursuant to this solicitation will be contingent on the availability of funds.
- j) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island.
- k) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- l) It is intended that an award pursuant to this solicitation will be made to vendors in each of the seven (7) identified disciplines, who will assume responsibility for all aspects of contracted work. Joint venture and cooperative proposals will not be considered, but subcontracts will be permitted, provided that the identity of any subcontractor(s) is disclosed by the CR-45 vendor in the proposal submitted to the user agency.
- m) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), visit the website at <http://www.mbe.ri.gov/>.
- n) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. –  
(a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [Raymond.Lambert@doa.ri.gov](mailto:Raymond.Lambert@doa.ri.gov).
- o) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this CR.
- p) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

- q) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.
- r) In accordance with R. I. Gen. Laws § 37-2-54(c), “[n]o purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of Administration} or made under general regulations which the chief purchasing officer may prescribe.”

Moreover, the Division of Purchases’ Procurement Regulations provide, in pertinent part, as follows:

- § 8.7.1 All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via “change order” documents incorporating contract amendments.
- § 8.7.2 Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.
- § 8.7.3 Personnel shall not commit the state to technical/contractual changes to purchase without first securing all necessary approvals.
- § 8.2.1.1.2 Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

## **SECTION 2- SCOPES OF WORK**

Offerors are required to be capable of submitting all design plans to user agencies in AutoCAD format 2013, or latest version, and all other design documentations in PDF or Microsoft Word format, as necessary.

### **2.1) GENERAL SCOPE OF WORK**

#### **Architectural Services:**

Typical architectural services may include, *inter alia*, the following:

- Evaluations of existing building interior and exterior conditions.
- Design of new buildings or renovation of existing buildings from conceptual through construction administration, not limited to preparation of specifications and drawings, cost estimates, review of construction change orders and payment requisitions, and assisting the owner in close out documentation tracking and final submission.
- Furniture, fixture and equipment (FF&E) services.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bids conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

#### **Structural Engineering Services:**

Typical structural engineering services may include, *inter alia*, the following:



- Assessment of an existing building.
- Preparation of an evaluation and plan of action report on the existing buildings structural deficiencies.
- Cost estimates
- Prepare procurement documents such as bid package for repairs, including but not limited plans and specifications and all necessary testing.
- Coordination with authorities having jurisdiction over an agency's project.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bids conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

### **Civil Engineering Services:**

Typical civil engineering services may include, *inter alia*, the following:

- Preparation of site plans, including surveys, soil borings, and testing as required. Site plans may include, *inter alia*, existing elements such as telephone poles, railings, steps, vegetation, contours, utilities, underground structures, roadways, drainage and delineation of any areas under Department of Environmental Management jurisdiction.
- Cost estimates
- Civil design plans may include, *inter alia*, physical elements such as roadways, sidewalks, landscaping, fencing, drainage, curbing, parking, OWTS and above ground utility relocation.
- Prepare procurement documents such as bid packages for repairs, including but not limited to plans and specifications and all necessary testing.
- Coordination with authorities having jurisdiction over an agency's project.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bid conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

### **Mechanical Engineering Services:**

Typical mechanical engineering services may include, *inter alia*, the following:

- Evaluations of existing system conditions and components with regard to their suitability for either existing service or a proposed change in condition or service.
- Conceptual studies of the impacts of adding and/or removing buildings to/from the distribution network. These studies may include conceptual designs of switchgear, components or configurations to accommodate added loads.
- Development and/or maintenance of a map of the distribution system using an Autocad compatible computerized drawing package. This product must be made available to the user agency in both a hard copy and in an electronic format with read/write capabilities.
- Collaboration with utility companies to achieve any cost reductions possible from rebate programs for energy efficient design.
- Preparation of plans for the replacement of selected system components that have been deemed by the user agency to be at risk of imminent failure.



- Preparation of procurement documentation such as requests for proposals and related bid documents.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bid conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

#### **Electrical Engineering Services:**

Typical electrical engineering services may include, *inter alia*, the following:

- Evaluations of existing system conditions and components with regard to their suitability for either existing service or a proposed change in condition or service.
- Conceptual studies of the impacts of adding and/or removing buildings to/from the distribution network. These studies may include conceptual designs of switchgear, components or configurations to accommodate added loads.
- Development and/or maintenance of a schematic of the distribution system using an Autocad compatible computerized drawing package. This product must be made available to the user agency in both a hard copy and in an electronic format with read/write capabilities.
- Collaboration with public utilities to achieve any cost reductions possible from rebate programs for energy efficient design.
- Preparation of plans for the replacement of selected system components that have been deemed by the user agency to be at risk of imminent failure.
- Preparation of procurement documentation such as requests for proposals and related bid documents.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bid conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

#### **Plumbing Engineering Services:**

Typical plumbing engineering services may include, *inter alia*, the following:

- Evaluations of existing system conditions and components with regard to their suitability for either existing service or a proposed change in condition or service.
- Conceptual studies of the impacts of adding and/or removing buildings to/from distribution networks. These studies may include designs of boilers, hot water tanks, wells, hydraulic analysis to ensure adequate pressure, pumps, waste water lines drainage, vents and all necessary connections to either OWTS or municipal water or sewer systems.
- Development and/or maintenance of a schematic of the distribution system using an Autocad compatible computerized drawing package. This product must be made available to the user agency in both a hard copy and in an electronic format with read/write capabilities.
- Preparation of plans for the replacement of selected system components that have been deemed by the user agency to be at risk of imminent failure.
- Preparation of procurement documentation such as requests for proposals and related bid documents.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bid conferences; assistance with vendor questions and responses;

evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

**Fire Alarm and Fire Suppression/Sprinkler System Engineering Services:**

Typical fire alarm and fire suppression/sprinkler systems engineering services may include, *inter alia*, the following:

- Design of a code compliant fire alarm system, including but not limited to, a complete evacuation system and communication links to fire departments.
- Design of a code compliant fire suppression/sprinkler system.
- Upgrade the existing systems to account for the devices that may be omitted or retained.
- Assist the user agency in providing documentation to the Rhode Island Fire Code Board of Appeal for possible time extension and necessary variances.
- Monitor the installation of fire alarm and/or fire suppression/sprinkler systems; and provide the required documentation to all parties involved with the project through its various stages.
- Provide documentation required to accept and supply information on systems maintenance.
- Provide construction administration services as needed, including, but not limited to: attendance at pre-bid conferences; assistance with vendor questions and responses; evaluation of bid proposals; and, review and recommendation for award and preparation of appropriate agreements.

**2.2) SUPPLEMENTAL SCOPE OF WORK:**

The following Division of Purchases requirements and restrictions shall supplement the scope of work issued by user agencies to CR-45 vendors:

- There shall be a limit of \$50,000 for any specific user agency project under CR-45.
- The project limit may be raised up to \$150,000, subject to prior written approval from the Division of Purchases. CR-45 vendor fees shall not exceed the cost threshold as stated above.
- CR-45 vendors shall not charge or be paid for revisions to project design drawings or project manual(s) if construction bids exceed the funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expense unless a change order has been issued by the Division of Purchases.
- Offerors who are selected to be CR-45 vendors shall be solely responsible for meeting all terms and conditions specified in this solicitation and any resulting contract.
- CR-45 vendors and user agencies shall be required to submit to the Division of Purchases an approved standard form contract for each CR-45 project. No work or services shall be performed by a CR-45 vendor for on a user agency project until issuance of a purchase order by the Division of Purchases.

## SECTION 3- PROPOSAL REQUIREMENTS

### 3.1) TECHNICAL PROPOSAL REQUIREMENTS

Proposals must include the following:

- a) A statement of experience describing the Offeror's background, qualification, and experience with similar projects
- b) A Technical Proposal describing the background, qualifications, staffing, and experience of the Firm for each discipline that the Offeror is submitting under this CR-45. Structure this proposal conforming to the five categories in Technical Evaluation below. Include Standard Form 330 in this section
  - Available at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>  
Experience and certifications for Leadership in Energy and Environmental Design (LEED) compliant designs should be included to the extent available.
- c) A list of completed projects that are applicable for each discipline.
- d) A description of the Offeror's organizational structure.
- e) Resumes for all principals and professional licensed holders.
- f) Select a minimum of three projects and provide principal contacts as references, including all contact information, for projects similar in size and scope to the proposed CR ceilings. References may be contacted by members of the selection sub-committee to provide the required information. Please see evaluation criteria below relating to references.
- g) A sample of the excel spreadsheet prescribed for submission of cost proposals is provided below as Appendix A. Hourly rates must be provided for three primary roles for each discipline. Please see "Rates/ Rate Structures" below.

### 3.2) ADDITIONAL PROPOSAL CONTENTS

Proposals must include the following:

- a) A completed and signed four page RIVIP generated Bidder Certification Cover Form downloaded from the Rhode Island Division of Purchases web site at Bidding Information, then General Information and then Standard Forms.
- b) A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, <http://www.purchasing.ri.gov> (click on RIVIP, then General Information and then Standard Forms). This should **only** be included in the **original copy** of the proposal.

- c) In addition to the multiple hard copies of the technical proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF is preferable. Only one (1) electronic copy is requested. This CD, diskette, or USB drive should be included in the proposal marked “Original”.

### 3.3) RATES/ PRICING STRUCTURE

This solicitation requests proposals and pricing for seven (7) professional disciplines. **Offerors may submit a proposal for one, multiple, or each of these disciplines.** For each discipline submitted, provide rates or fees for professional services, quoting hourly rates by employee title in three designated primary roles (see the disk-based cost proposal spreadsheet attached to this offering); these primary roles will be used for ranking prices among qualified respondents. In order to establish rates for additional titles that might be required beyond the primary roles, in particular for any change orders in lump sum/fixed fee engagements resulting from utilization of the Continuous Recruitment list, the cost proposal includes cells for up to four additional titles in secondary roles; these should be used for skills that respondents anticipate providing in typical engagements for the discipline.

### 3.4) CERTIFICATIONS

Persons or firms practicing or offering to practice architectural and/or engineering services in the State of Rhode Island must possess a valid registration and Certificate of Authorization from the Department of Business Administration, in accordance with applicable statutes and regulations.

A copy of the offeror’s current Rhode Island Certificate of Authorization and current Rhode Island registration(s) for individual(s) who will perform the work/services **must** be included behind the front page of each copy of its proposal.

The Division of Design Professionals can be contacted at:

Division of Design Professionals  
Department of Business Regulation  
1511 Pontiac Ave Building #68-2  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.dbr.state.ri.us](http://www.dbr.state.ri.us)

Proposals which do not contain the required Certificate of Authorization for the firm and individual registrations shall be deemed to be unresponsive to the solicitation.

## SECTION 4- PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date(s) and time(s) indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies should be mailed or hand-delivered in a sealed envelope marked with the CR number.

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

- b) An original, plus five (5) copies of a separate Technical Proposal, inclusive of and addressing the aforementioned requirements, in the format specified below, describing the background, qualification and experience with and for similar services, as well as the capacities noted in Section 3.1 Technical Proposal Requirements above. Offerors must include one technical proposal for each discipline. In addition to the required multiple hard copies of proposals, the offerors **must** provide the proposals in electronic format. The preferred electronic format is Microsoft Word or PDF. Please provide a disk (CD-ROM) or USB drive containing an electronic version of the technical proposals (without IRS Form W-9)
- c) An original plus five (5) copies of a **separately signed and sealed** Cost Proposal, inclusive of the general requirements. Cost proposals shall be submitted in the format "Cost Proposals for CR-45", as included in the disc-based excel spreadsheet file in Appendix A, attached to this solicitation. **Cost proposals must also be submitted on a separate compact disk containing an electronic version of the cost proposal excel worksheet. The cost proposal disk should be included in the sealed cost proposal package.**
- d) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the due date(s) and time(s) listed on page one for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, Rhode Island.

## SECTION 5- EVALUATION AND SELECTION

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; and the rate structure as stated below:

Proposals will be technically evaluated and scored on a scale of 0-70 Points:

- a) Experience (**20 points**): A minimum of five year's design and/or construction experience in project management, to include experience in reviewing and documenting conformance with specifications, surveying, construction quality testing, site safety management, change order review, managing requests for information, and value engineering:

- a. 5 to 10 years' experience = 10 points,
- 10 years to 20 years' experience = 15 points,
- 20 years+ experience = 20 points.

- b) Proficiency in computers, scanners and software applications including but not limited to Microsoft Project, Microsoft Office Suite, Auto-Cad or equal CAD program, ReVit, Adobe Professional or equal PDF creator/modifying program: (**10 Points**)

- c) Ability to provide Microsoft SharePoint web based data sharing filing system or equal product: (**10 Points**)

- d) Must be capable of originating and maintaining budgets, schedules and associated reports:

Design/Construction Budgeting Experience = **10 Points**

Design/Construction Scheduling Experience = **10 Points**

- e) References: **10 Points**

**Offerors MUST SCORE a minimum of 55 of a maximum of 70 Points, to be included on the proposed Continuous Recruitment list (CR-45) as a qualified service provider. Any proposals that do not meet the 55 point threshold will not advance to the cost proposal.**

- f) A final determination of up to thirty (30) points will be assigned to each included vendor based on the average of the quoted rates for three primary roles included in the cost proposal matrix. The resulting final score will become the ranking, from highest to lowest score, of all vendors included in the CR by discipline. Designation as a qualified service provider for this proposed price agreement is no guarantee of future contract award.

<b>Criteria</b>	<b>Possible Points</b>
Previous Experience	20 Points
Information Technology Proficiency	10 Points
Web-based Filing Capacity	10 Points
Design/ Construction Budgeting Experience	10 Points
Design/ Construction Scheduling Experience	10 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

The ranked findings and selection recommendation will be submitted to the State Purchasing Agent, or her designee, who will make the final award decision(s). The Division of Purchases reserves the right to make an award(s) or to reject any or all proposals based on what it considers to be in the State's best interest.

Notwithstanding the above, the Division of Purchases reserves the right to accept, or reject, any or all options, bids, proposals, to waive any technicality, to award on the basis of cost alone, and to otherwise make any and all determinations regarding this solicitation that are deemed to be in the State's best interest.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the price agreements awarded pursuant to this RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>



## Appendix A

### Cost proposals for CR-45, Architectural & Engineering Services

Insert Name, Hourly rates for Primary Roles, for Secondary Roles, if any. Save file and submit on disk.

Vendor Name: Insert

#### Discipline

#### Architecture

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager		a.	\$ -
Project Architect		b.	\$ -
Arch. or Eng. Tech.		c.	\$ -
Average Rate	\$ -	d.	\$ -

#### Structural Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	\$ -	a.	\$ -
Project Engineer	\$ -	b.	\$ -
Engineering Tech.	\$ -	c.	\$ -
Average Rate	\$ -	d.	\$ -

#### Civil Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	\$ -	a.	\$ -
Project Engineer	\$ -	b.	\$ -
Engineering Tech.	\$ -	c.	\$ -
Average Rate	\$ -	d.	\$ -

#### Mechanical Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	\$ -	a.	\$ -
Project Engineer	\$ -	b.	\$ -

## Cost proposals for CR-45, Architectural & Engineering Services

Insert Name, Hourly rates for Primary Roles, for Secondary Roles, if any. Save file and submit on disk.

**Vendor Name:** Insert

Engineering Tech. \$ - c.  \$ -

Average Rate \$ - d.  \$ -

### Electrical Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	<u>\$ -</u>	a. <u></u>	<u>\$ -</u>
Project Engineer	<u>\$ -</u>	b. <u></u>	<u>\$ -</u>
Engineering Tech.	<u>\$ -</u>	c. <u></u>	<u>\$ -</u>
Average Rate	\$ -	d. <u></u>	<u>\$ -</u>

### Plumbing Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	<u>\$ -</u>	a. <u></u>	<u>\$ -</u>
Project Engineer	<u>\$ -</u>	b. <u></u>	<u>\$ -</u>
Engineering Tech.	<u>\$ -</u>	c. <u></u>	<u>\$ -</u>
Average Rate	\$ -	d. <u></u>	<u>\$ -</u>

### Fire Alarm & Suppression/ Sprinkler System Engineering

<u>Primary Roles</u>	<u>Hourly Rate</u> (Insert)	<u>Secondary Roles</u> (optional- enter title)	<u>Hourly Rate</u>
Project Manager	<u>\$ -</u>	a. <u></u>	<u>\$ -</u>
Project Engineer	<u>\$ -</u>	b. <u></u>	<u>\$ -</u>
Engineering Tech.	<u>\$ -</u>	c. <u></u>	<u>\$ -</u>
Average Rate	\$ -	d. <u></u>	<u>\$ -</u>